

# Riley Wyatt

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509.385.8006 | rwyatt503@gmail.com

## Education

### **BACHELOR OF ARTS | JUNE 2017 | EASTERN WASHINGTON UNIVERSITY**

- Major: Political Science
- Minor: Psychology

## Skills, Abilities and Knowledge

**MANAGEMENT EXPERIENCE**

**EXTENSIVE CUSTOMER SERVICE SKILLS**

**TEAM LEADER-SUPERVISOR**

**PERFORMANCE EVALUATIONS**

**SALES/RETAIL EXPERIENCE**

**EVENT COORDINATION/PLANNING**

**PROFICIENT IN MS OFFICE SUITE**

**STRONG INTERPERSONAL SKILLS**

**TRAINING AND DEVELOPMENT**

**ADOBE CREATIVE CLOUD**

**MENTORING NEW EMPLOYEES**

**PROFESSIONAL COMMUNICATION**

**MOTIVATIONAL PERSONALITY**

**FUNDRAISING EXPERIENCE**

## WORK EXPERIENCE

### **ASSISTANT CIVIC EDUCATION / INTERNSHIP COORDINATOR STAFF | WASHINGTON STATE HOUSE OF REPRESENTATIVES | 2016, 2017, & 2018 SESSIONS**

- Assisted in supervision of 22 legislative interns and acted as a liaison between them and members of the House of Representatives
- Held weekly intern meetings to review progress and strategize on legislator driven assignments
- Mentored and instructed interns on the WA state legislative process
- Worked directly with LAs to assist in creating an educational work environment, offering insights and strategies
- Performed administrative duties including all new employee paperwork, and organized intern events
- Successfully maintained a non-partisan stance as I worked with offices and interns from both sides of the political spectrum

### **PRODUCTION ASSISTANT | UNIVERSAL CABLE PRODUCTIONS -MR. ROBOT SEASON THREE APRIL 2017-JUNE 2017**

- Aiding the Production Team in a variety of tasks including streamlining communications on set, maintaining a quiet and efficient environment to maximize timeliness, and addressing any other tasks that the Production Team assigns
- Ability to diffuse tense situations as well as anticipating and adapting to adverse conditions in a professional manner ▲

### **SALES ASSOCIATE | POTTERY BARN | WINTER 2016 & JULY - NOVEMBER 2017**

- Strong work ethic and ability to set and achieve goals
- Extensive customer service knowledge
- Winner of the Williams-Sonoma Inc. "Catch the Spirit" award for excellence in sales

## **ANNUAL GIVING ASSOCIATE | EASTERN WASHINGTON UNIVERSITY ALUMNI ASSOCIATION | 2015 SUMMER POSITION**

- Exercised professional fundraising skills as part of a highly functioning team
- Awarded Excellence in Donation Solicitation by Supervisor

## **LEGISLATIVE INTERN | WASHINGTON STATE SENATE | 2015 SENATE**

- Acted as liaison between Senator and constituents
- Attended meetings and events on behalf of Senator, responsible for communicating Senator's stances
- Prepared meeting minutes and reported back to Senator with sensitive information
- Conducted research, tracked bills, drafted correspondence for constituents, wrote talking points for Senator

## **ASSISTANT MANAGER | LALO'S PIZZA & CALZONE, SPOKANE, WASHINGTON | 2009-2013**

- Developed and streamlined training curriculum for new employees and facilitated employee orientation
- Handled all new employee paperwork, store operation, and performed duties of all positions

## **Professional References**

Kristin Collins, SPHR  
Human Resource Consultant  
Legislative Support Services  
306.786.7337  
[KristinCollins@leg.wa.gov](mailto:KristinCollins@leg.wa.gov)

Emily McCartan  
Former Civic Education/Intern Coordinator  
WA State Senate  
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Paula Rehwaldt  
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WA State House of Representatives  
306.786.7993  
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Kelli Hills  
Director of Annual Giving  
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